



ENVIRONMENTAL PROTECTION AGENCY

Recommendation for Incentive Award

Instructions:

1. Awards should be based on EPA policy for award types, amounts and approval level (signature) requirements. For additional information on approval level requirements for awards, refer to the EPA Delegations Manual.
2. For detailed information on awards, review the EPA Recognition Policy and Procedures Manual.
3. Complete this form for all Individual Cash Awards (award amount less than \$5000 and FY cumulative is less than \$5000), On-the-Spot Awards (FY cumulative is less than \$5000) and Time-Off Awards.
4. Attach the completed form to the electronic Request for Award. **For Use with FPPS Only – Do Not Send Hardcopy to SPO**
5. Provide a copy of the completed form to the employee when the electronic award has been processed.

Employee Name:	<u>Arturo Ovalle</u>	Employee ID #:	<u>(b) (6)</u>
Position Title (optional):	<u>Building Manager</u>	PP-Series-Grade (optional):	<u>GS-1176-13</u>
Organization (optional):	<u>OMS/OA/FMSD/HOB (HAAA0000)</u>		
Type of Award:	<input checked="" type="checkbox"/> On-the-Spot Award (Individual Cash Award (Non-Rating Based) Group Cash Award Individual Cash Award (Non-Rating Based) Group Time Off Award Time Off Award		
Total Amount of Award (\$):	<u>\$250.00</u>	AND/OR Total Number of Hours:	<u></u>
Type of Benefits on which the award is based (Cash awards only):	Tangible Benefit <input checked="" type="checkbox"/> Intangible Benefit		
Value of Benefit:	Moderate	Substantial	<input checked="" type="checkbox"/> High Exceptional
Extent of Contribution:	<input checked="" type="checkbox"/> Limited	Extended	Broad General

Narrative Justification for Award:

Art Ovalle is being recognized by the OAR/Office of Atmospheric Programs for his excellent customer service and level of responsiveness in securing the relocation of executive office furniture and ensuring the seamless transition of two Office Directors changing locations within very short time frames. Art met with OAP staff and management a several occasions, received appropriate clearances for office transition, coordinated with the agency's building architect, and put an implementing timeline in place. His excellent customer service is appreciated and recognized via this On-The-Spot award.